

President of Council  
MICHAEL KLINE  
Vice President of Council  
TANYA TAYLOR DRAPER  
Council Clerk  
NICHOLAS AIELLO

# City of Willoughby Hills

Council  
JULIE A. BELICH  
JOE JARMUSZKIEWICZ  
DANIEL KNECHT  
VICKI MILLER  
KATHLEEN SIVO

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## Regular Council Meeting Minutes of January 9, 2025

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The Regular Council Meeting was called to order on Thursday, January 9, 2025 at 7:00 p.m. in Council Chambers. **Council President Kline** presided.

**Call to Order 7:00 p.m. (0:07)**

**Cell Phone Reminder to Turn off Devices**

***Pledge of Allegiance* (Audio: 0:13)**

### **ROLL CALL (Audio: 0:34)**

**Members:** Councilwoman Kathleen Sivo, Council Vice President Tanya Taylor Draper, Councilwoman Julie A. Belich, Councilman Joe Jarmuszkiewicz, Council President Michael Kline, Councilman Dan Knecht, and Councilwoman Vicki Miller

**In Attendance:** Mayor Hallum, Law Director Michael Lucas, City Engineer Pete DiFranco, and Finance Director Bruce Scott

- **Mayor Hallum** recognized Councilman Knecht, Councilman Jarmuszkiewicz, Council President Kline, and Council Vice President Taylor Draper for serving the City for 5 years. They were presented 5-year coins.

### **DISPOSITION OF THE JOURNAL (Audio: 2:04)**

- **Motion** made by **Councilwoman Miller**, seconded by **Council Vice President Taylor Draper** to approve the December 9 Working Committee of Council and Rules & Legislation Minutes.

### **Discussion on the Motion:**

No discussion.

**Roll Call:** **AYES:** Sivo, Taylor Draper, Jarmuszkiewicz, Kline, Knecht, Miller  
**NAYS:** None  
**ABSTAIN:** Belich  
**Vote:** 6/0/1

**Motion** passed to approve the December 9 Working Committee of Council and Rules & Legislation Minutes.

- **Motion made by Councilwoman Miller, seconded by Councilman Knecht to approve the December 12 Regular Meeting of Council Minutes.**

**Discussion on the Motion:**

No discussion.

**Roll Call:**    **AYES: Sivo, Taylor Draper, Jarmuskiewicz, Kline, Knecht, Miller**  
                  **NAYS: None**  
                  **ABSTAIN: Belich**  
                  **Vote: 6/0/1**

Motion passed to approve the December 12 Regular Meeting of Council Minutes.

**COUNCIL CORRESPONDENCE (Audio 3:40)**

Email dated 1/06/2025 from Gomillion, Stephanie RE: APPRECIATION LUNCH - JOE CIRESI (New Owner of the Old Tavern)  
Email dated 1/06/2025 from bza RE: Mill Gate LLC v Board of Building and Zoning Appeals, City of Willoughby Hills, Lake County Common Pleas Case No. 24CV001387  
Email dated 1/03/2025 from Dan Knecht January 6th Meeting  
Email dated 1/03/2025 from Willoughby Hills Finance Dept. FY 2024 CDBG SUBRECEIPIENT AGREEMENT  
Email dated 1/03/2025 from Tanya Taylor Draper Fw: Ordinance No 2025-x (B-3 Sign Notification Exclusion)  
Email dated 1/03/2025 from Finance Director RE: WILES RICHARDS THEN AND NOW PURCHASE ORDER  
Email dated 1/03/2025 from Michael C. Lucas Ordinance No 2025-x (B-3 Sign Notification Exclusion)  
Email dated 1/02/2025 from Finance Director WILES RICHARDS THEN AND NOW PURCHASE ORDER  
Email dated 1/02/2025 from Kevin Trepal Approval - New House - S/L 7 - 34165 Giovanni  
Email dated 1/02/2025 from Willoughby Hills Council RE: Legislation for Monday  
Email dated 12/30/2024 from Michael C. Lucas RE: Full Time Clerk Raise  
Email dated 12/30/2024 from Michael C. Lucas Ordinance No. 2025-x regarding publication  
Email dated 12/30/2024 from Tanya Taylor Draper Resident Notification  
Email dated 12/28/2024 from Karen Mehollin Re: Trash contract  
Email dated 12/28/2024 from Mike Kline Re: Trash contract  
Email dated 12/27/2024 from Karen Mehollin RE: Evolve Link  
Email dated 12/27/2024 from Karen Mehollin Motion for next agenda  
Email dated 12/27/2024 from Rec Commission RE: Newsletter request  
Email dated 12/26/2024 from Karen Mehollin Updated City Roster  
Email dated 12/26/2024 from Stephanie Kellner Re: Adopted Legislation and January Meeting Schedule  
Email dated 12/20/2024 from Willoughby Hills Finance Dept. RE: APPRECIATION LUNCH - JOE CIRESI (New Owner of the Old Tavern)  
Email dated 12/19/2024 from Bza WH BZA Meeting on Tuesday, January 14, 2025 - 8:00 PM  
Email dated 12/18/2024 from Karen Mehollin RE: News Herald Headlines from 2024  
Email dated 12/17/2024 from Karen Mehollin Headlines  
Email dated 12/17/2024 from Karen Mehollin Evolve visit  
Email dated 12/16/2024 from Pietro DiFranco RE: Engineering Service for River Road Resurfacing Project 105894  
Email dated 12/16/2024 from Gomillion, Stephanie RE: HOLIDAY GET TOGETHER  
Email dated 12/16/2024 from Richard Price Engineering Service for River Road Resurfacing Project 105894  
Email dated 12/15/2024 from Stephanie Kellner Re: Adopted Legislation and January Meeting Schedule  
Email dated 12/14/2024 from pc-abr WH PCABR Meeting 1/2/24 at 7:00 PM - NO MEETING CALLED

Email dated 12/13/2024 from Rec Commission THANKS  
Email dated 12/13/2024 from Stephanie Kellner Re: Adopted Legislation and January Meeting Schedule  
Email dated 12/13/2024 from Willoughby Hills Finance Dept. CROWN CASTLE TERMINATION OF BU#876037  
Email dated 12/13/2024 from Mayor Hallum Mayor's Report - 12-12-24  
Email dated 12/13/2024 from Karen Mehollin RE: Website updates  
Email dated 12/12/2024 from Lenette Beasley Invoice 38976 from American Legal Publishing  
Email dated 12/12/2024 from pc-abr WH PCABR Meeting 12/19/24 at 7:00 PM - CANCELLED  
Email dated 12/11/2024 from Tanya Taylor Draper Re: Map  
Email dated 12/11/2024 from Karen Mehollin Zoning Map from 12/11/2024  
Email dated 12/10/2024 from Katherine D. Lloyd Re: Zoning Maps  
Email dated 12/10/2024 from Willoughby Hills Service Dept. RE: Zoning Maps  
Email dated 12/09/2024 from Karen Mehollin Master Plan maps

**PUBLIC PORTION #1 (Audio: 4:03)**

**An opportunity for the public to address Council concerning anything pertaining to tonight's agenda.**

Public Portion #1 opened at 7:04 p.m.

No one spoke.

Public Portion #1 closed at 7:04 p.m.

**MAYOR'S REPORT (Audio: 4:19)**

- Happy New Year! I hope everyone had a nice holiday season with their families and friends. Over the next several weeks, we will be working on finalizing the 2025 budget. Council will be scheduling Finance Committee meetings to meet with the directors to review and ask questions. This is also an opportunity for residents to participate in the process. It is recommended that you e-mail any questions to either the Council clerk or one of the council members in advance of the meetings. Directors are sent questions ahead of the meetings so they will be prepared to provide the requested information.
  
- We had a great 2024, and we are looking forward to an even better 2025. This year, we will see sidewalks added to the West side commercial district, the Chardon Rd. bridge East of River Rd. replaced, River Rd. resurfaced, and many other infrastructure improvements are in the planning stages. For those of you on the East side of the city, we will continue to search for a solution to the cell signal issues that pose a safety issue for many residents there. We will be receiving senior levy funding from the Lake County Commissioners for the first time, and have plans to expand programming for our seniors. Our business community will continue to expand and grow this year with several new businesses expected to open. Our Recreation Commission is already hard at work planning this year's community events with many improvements being discussed to make these events even better.
  
- I wish you all a happy and prosperous New Year!

**LAW DIRECTOR'S REPORT (Audio: 5:55)**

- No report.

### **FINANCE DIRECTOR'S REPORT (Audio: 6:22)**

- **Finance Director Scott:** As we discussed on Monday, you all have a draft of the 2025 budget. I gave it to you in short form instead of the binders because I know there will be changes and it will be easier to give you a new complete workbook by the next Council meeting, hopefully. I spent the last couple days doing appropriation adjustments which is why some of these numbers might still change a little bit. I am almost through, I am going to hold the year-end open for a little bit and try to get as many of those straggler 2024 invoices in. We are still waiting on a few larger ones such as Willoughby Municipal Court. I hope to have the year-in wrapped up within a week or so at the very latest. If you have any questions on the budgets, please let me know. It's pretty straightforward from last year. I did pair down the number of reports to try to make it a little more manageable and provide information that I thought was relevant. If there is something that is not included this year that you want to see from prior years let me know and I can get that for you. I am open for questions.

### **CITY ENGINEER'S REPORT (Audio: 8:01)**

- **City Engineer DiFranco:** I have provided a copy of my report that will also be available on the City website under the City Engineer's page. I will go through it briefly. As a reminder, ODOT is planning to rehab the Chardon Road Bridge over the Chagrin River. Construction is anticipated to be between March and October.
- Brewer Garrett was hired to upgrade the fire alarm systems at the police station and Recreational Center. They are preparing that work and I will give you an update when I get it.
- We have been working with Chagrin Valley Engineering on the sidewalks around the Chardon SOM Center area. They have been in contact with ODOT, the Metro Parks, and other organizations to put together our grant applications.
- Next year, ODOT will be rehabbing the Chardon Road Bridge over I-271. Detours will be implemented between March and October of next year.
- My firm, Bowen, is also working with Lake Tran and the property owner of the shops of Willoughby Hills to put in a bus stop. We just received conceptual approval from the property owner so the next step would be to do a property survey and design and go off to bid.
- Three of the 12 homes on May Pine Park off White Road have been approved. Two are Residents that moved into and 1 under construction.
- In the West Pines Development on SOM Center, 9 of the 13 homes have been approved and either started construction or will be starting soon.
- The Chardon Bishop Plaza has received preliminary approval and they will be coming to planning commission next week for final approval.
- Dollar General is working on plans and anticipate resubmitting, however, I do not have those plans yet.
- The Chipotle also received preliminary approval and will be returning next week for final approval.
- We are planning the River Road Rehab project with ODOT. We have a scope kickoff meeting planned for January 24.
- The next four projects are the CDBG Sidewalks on the West End. Chardon Road pavement

markings, sewer rehab, and street rehab is all in the design phase. We are planning to advertise for bids in spring and proceed with construction this summer.

- Architects in my office have started the Police and Service feasibility study. We have met with the Police and Service Departments and have also done site surveys.

## **BOARDS & COMMISSIONS REPORTS / COMMITTEE REPORTS (Audio: 11:55)**

### **PC-ABR reported by Council Vice President Taylor Draper**

- **Council Vice President Taylor Draper:** The group did not meet on December 19, nor did we meet last Thursday so there is no report. We are still going to meet next Thursday where there are two new homes and the Chipotle on the agenda.

### **Beautification Committee reported by Council Vice President Taylor Draper**

No report.

### **Recreation Commission reported by Councilman Jarmuszkiewicz**

- **Councilman Jarmuszkiewicz:** There is no formal report other than we meet last night and approved a couple of sanctions. I wanted to mention for those unaware, our public library across the street is offering programs for kids and adults. They have many separate kids programs and adult programs in the evening. If you are interested, check out their brochure and sign up online.

### **Finance Committee Report by Council President Kline**

No report.

### **WHISPER reported by Councilwoman Miller**

- No report.

### **Deer Management Committee reported by Councilwoman Belich**

No report.

### **Business Subcommittee – reported by Councilwoman Sivo**

No report.

## **UNFINISHED BUSINESS: (Audio: 14:10)**

- **Mayor Hallum:** Regarding the cell tower, we had a location that I was very hopeful for. It was looking very good. Unfortunately, one of the tower companies that does this job had a conversation with the homeowner and made some promises to them. They then came to us and wanted to make a requirement of the sale that they get to select what tower company puts up the tower for us. This is something that we have never done. The way we work is secure a location, put this out to bid, then let the companies who want to put the tower up come in and propose their offerings to us and then we make the selection as to who we think will do the best job. Unfortunately, I could not commit to him that we would let them select the tower company. He then withdrew the option of purchasing the property. At this time, unfortunately, we will not be able to use this location but I always have the hope that he will come back and rethink and remove this requirement because of the cell phone safety issues

in the City. Unless/until that happens, I am going to continue trying to find another location that will survive and satisfy the concerns that we have and will be a good spot for the cell tower.

**LEGISLATION: (Audio: 16:04)**

**ORDINANCE 2024-070- SECOND READING**

**AN ORDINANCE ADOPTING PERMANENT APPROPRIATIONS NECESSARY TO MAINTAIN CITY SERVICES FOR THE FISCAL PERIOD BEGINNING JANUARY 1ST THROUGH DECEMBER 31ST OF 2025; REPEALING ALL LEGISLATION INCONSISTENT HEREWITH.**

- Ordinance 2024-070 remains on Second Reading.

**ORDINANCE 2025-001- FIRST READING**

**AN ORDINANCE AUTHORIZING AN INCREASE IN COMPENSATION FOR THE POSITION OF FULL-TIME CLERK OF COUNCIL COMMENCING JANUARY 1, 2025; REPEALING CONFLICTING LEGISLATION; AND DECLARING AN EMERGENCY.**

- **Motion** made by **Council Vice President Taylor Draper**, seconded by, **Councilman Knecht**, to wave the Three Reading Rule on Ordinance 2025-001.

**Discussion on the Motion:**

- **Council Vice President Taylor Draper:** This is a salary increase in \$1.42 per hour for our Council Clerk. I have to say that I am very satisfied with Nick's performance. He had to deal with the situation of learning without a whole lot of instruction. He has used the resources that were given to him and has learned on his own. I am happy and proud of his performance and progress and he always seems to have a nice smile and deal with best situation that he can. I am very happy with our Council Clerk.
- **Councilwoman Miller:** I want to echo what the Council Vice President said. He is always willing to find the answer even when he might not have it right away. He never fails to come back with an answer. He gets back to me timely. This is just in accordance with what the Mayor has issued. He has issued raises for non-union people as well. This is one that falls under us and I am happy to go ahead and say that this is a well-deserved raise.
- **Mayor Hallum:** I would like to say as someone who is here daily and sees the interactions with the Council Clerk and the administrative staff; I couldn't say nicer things about Nick. There have been a lot of issues in the past prior to the previous few Council Clerks. I have seen how ugly it can be, so it is nice to see a continued excellence from that regard and good working relation between Council, their Clerk, and the administration. Thank you Nick.

**Roll Call:**    **AYES:** Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller  
                  **NAYS:** None  
                  **Vote:** 7/0

- **Motion** made passed to wave the Three Reading Rule on Ordinance 2025-001.

- **Motion made by Council Vice President Taylor Draper, seconded by, Councilman Knecht, to adopt Ordinance 2025-001.**

**Discussion on the Motion:**

**No discussion.**

**Roll Call:    AYES: Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller  
                  NAYS: None  
                  Vote: 7/0**

- Ordinance 2025-001 was adopted.

**ORDINANCE 2025-002- FIRST READING**

**AN ORDINANCE AUTHORIZING PUBLICATION OF CERTAIN NOTICES ON THE CITY WEBSITE AND THEREBY AMEND CERTAIN PROVISION OF THE CODIFIED ORDINANCES REGARDING PUBLIC NOTICES, AND DECLARING AN EMERGENCY.**

- Ordinance 2025-002 remains on First Reading.

**ORDINANCE 2025-003-FIRST READING**

**AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, PART 11-PLANNING AND ZONING CODE, TITLE THREE CODE ADMINISTRATION, CHAPTER 1111 DEVELOPMENT PLAN REVIEW PROCEDURES, SECTION 1111.02 DEVELOPMENT PLAN REVIEW, BY AMENDMENT TO PARAGRAPH (D) REQUIRING TEMPORARY SIGN NOTIFICATION OF THE COMMENCEMENT OF ANY DEVELOPMENT PLAN REVIEW PROCESS UNDER CHAPTER 1111, EXCLUDING THEREFROM AREAS ZONED UNDER THE COMMERCIAL DISTRICT B-3 HIGH DENSITY MIXED USE CLASSIFICATION, AND DECLARING AN EMERGENCY.**

- **Motion made by Council Vice President Taylor Draper, seconded by Councilwoman Miller, to wave the Three Reading Rule on Ordinance 2025-003.**

**Discussion on the Motion:**

- **Council Vice President Taylor Draper:** This Ordinance was approved by this Council last year. It had to be redone because it should exclude commercial areas. The Shoppes of Willoughby Hills should not have to fall under this mandate. This is for neighborhoods that are changing. That is the intent of this Ordinance. When businesses come and go out of commercial areas nobody is concerned about that. When another building is going into your neighborhood that is a change that we are wanting you to know about. This is just excluding the business areas from this Ordinance.

**Roll Call:    AYES: Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller  
                  NAYS: None  
                  Vote: 7/0**

Motion passed to wave the Three Reading Rule on Ordinance 2025-003.

- **Motion made by Councilman Knecht, seconded by Councilwoman Miller, to adopt Ordinance 2025-003.**

**Discussion on the Motion:**

No discussion.

**Roll Call:**    **AYES: Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller**  
                  **NAYS: None**  
                  **Vote: 7/0**

- Ordinance 2025-003 was adopted.

**RESOLUTION 2025-001-FIRST READING**

**A RESOLUTION TO APPROVE A THEN AND NOW CERTIFICATE AND TO AUTHORIZE THE FINANCE DIRECTOR TO DRAW A WARRANT FOR THE ORDERS OR CONTRACTS ASSOCIATED WITH SUCH CERTIFICATE FOR LEGAL FEES AND DECLARING AN EMERGENCY.**

- **Motion** made by **Councilwoman Miller**, seconded by **Councilwoman Sivo**, to wave the Three Reading Rule on Resolution 2025-001.

**Discussion on the Motion:**

**Councilwoman Miller:** This Resolution gives power to the Finance Director to pay this invoice that was over the spending limit and hopefully be able to get this part of the 2024 appropriations.

**Roll Call:**    **AYES: Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller**  
                  **NAYS: None**  
                  **Vote: 7/0**

Motion passed to wave the Three Reading Rule on Resolution 2025-001.

- **Motion** made by **Councilwoman Miller**, seconded by **Councilwoman Sivo**, to adopt Resolution 2025-001.

**Discussion on the Motion:**

No discussion.

**Roll Call:**    **AYES: Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller**  
                  **NAYS: None**  
                  **Vote: 7/0**

- Resolution 2025-001 was adopted.

**NEW BUSINESS (Audio 26:53)**

- **Motion** made by **Council Vice President Taylor Draper**, seconded by **Councilwoman Sivo** to authorize Mayor Hallum to request bids for the City's trash and recycling program.

**Discussion on the Motion:**

- **Mayor Hallum:** For the most part, we are happy with the current service that we have and I think it's proper due diligence, since the contract is coming to an end, to go out and see if we are getting the best pricing and best service that we can possibly get for our residents. That is why we are asking this now. The current contract ends in March.

- **Council Vice President Taylor Draper:** It is safe to say there are aspects of our current contract that our residents are not happy with.

**Roll Call:** **AYES:** Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller  
**NAYS:** None  
**Vote:** 7/0

- **Motion** has passed.

Motion made by **Councilman Jarmuszkiewicz**, seconded by Councilwoman Sivo, to nominate Vicki Miller as the Council Representative for the Willoughby Hills Seniors Inc.

**Discussion on the Motion:**

- **Mayor Hallum:** Do we need to do three requests for nominations?
- **Law Director Lucas:** This is the standard ritual.

**Roll Call:** **AYES:** Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht  
**NAYS:** None  
**ABSTAIN:** Miller  
**Vote:** 6/0/1

- **Motion** has passed.

**PUBLIC PORTION #2 (Audio: 55:16)**

**An opportunity for the public to address Council with any comments, issues or concerns.**

Public Portion #2 opened at 7:40 p.m.

**No one spoke.**

Public Portion #2 closed at 7:41 p.m.

**FOR THE GOOD OF THE ORDER/FOR THE GOOD OF THE COMMUNITY (Audio: 30:47)**

**ADJOURNMENT (Audio: 31:09)**

**Motion** made by **Councilwoman Belich**, seconded by **Councilman Miller** to adjourn the meeting.

**Roll Call:** **AYES:** Sivo, Taylor Draper, Belich, Jarmuszkiewicz, Kline, Knecht, Miller  
**NAYS:** None  
**Vote:** 7/0

**The meeting was adjourned at 7:31 p.m.**

APPROVED: January 20, 2025  
Date

  
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Michael Kline  
President of Council

ATTEST:   
Nicholas Aiello  
Clerk of Council